

# Electronics Technician

Science Strategy

|                        |                                   |
|------------------------|-----------------------------------|
| <b>Title:</b>          | <b>Electronics Technician</b>     |
| <b>Division:</b>       | <b>Science Strategy</b>           |
| <b>Location:</b>       | Paraparaumu                       |
| <b>Responsible to:</b> | Observing Network Support Manager |
| <b>Date:</b>           | July 2020                         |
| <b>Code:</b>           | 14052                             |

## Purpose

---

To install and maintain a network of meteorological data acquisition equipment that provides the raw data for value added weather products.

## Accountabilities

---

- Installation, maintenance and fault repair of MetService's network of data acquisition systems including upper air sounding systems, automatic weather stations and sensors, weather display systems, data communications systems, weather surveillance radars, lightning detection systems, hydrogen generation systems and satellite receiving systems.
- Ensuring the integrity and reliability of data provided by electronic measurement systems used in the forecasting process and in industries such as aviation, road safety, search and rescue and marine.
- Manage equipment installation projects, using allocated resources and working to agreed timelines and budgets, to meet business objectives.
- Calibration of data acquisition systems and sensors to approved tolerances.
- Providing technical input into the specification, tendering and evaluation process for the purchasing of systems for installation.
- Maintenance of records of equipment installations, modifications, calibrations, fault repairs and servicing.
- Drafting and updating of servicing worksheets and procedures required to carry out equipment maintenance functions.
- Maintenance of an electronic parts inventory.
- Acceptance testing of electronic meteorological systems.
- Electronic circuit schematic drafting.

- Preparation and delivery of training courses for electronic meteorological systems including operation and maintenance.

## Key Relationships

---

### **Internal:**

- Other MDS team members
- MetService Meteorologists
- IS team
- NZ Sales team
- Service Desk

### **External:**

- Customers
- Telco suppliers
- Equipment suppliers
- Calibration facilities
- Pacific Island Meteorological Services

### **Staff Responsibility:**

Direct Report: Nil  
Indirect Report: Nil

### **Financial Responsibility:**

Budget: Nil  
Delegated Authority: Nil

## Person Specification

---

### Knowledge, Skills & Qualifications:

#### Essential:

- Demonstrated practical skills and expertise in electronic and electro-mechanical equipment maintenance, fault diagnosis and repair.
- A knowledge of a wide range of electronic systems and techniques including PC hardware and operating systems, computer networks, data communication, RF communications, satellite communication, lightning protection, cabling, measurement, calibration.
- Recognised tertiary or trade qualification in electronics.
- Electrical Service Technician registration.
- The ability to work effectively both as a team member and independently, sometimes at remote locations.
- Well organised, with good planning skills and a thoroughness in the approach to work and documentation.  
Excellent communications skills.

#### Desirable:

- Sound technical knowledge of meteorological data acquisition systems.
- Sound technical knowledge and experience of radar principles, systems and installations.
- Advanced tertiary or trade qualification in electronics.
- Fall Arrest qualification for working at heights.

#### Other requirements:

- A current driver's licence.
- Able and willing to travel regularly and at short notice throughout New Zealand and its outlying islands. Occasional travel to the Pacific Islands and possibly further afield may also be required.
- Able and willing to take part in a rostered 365-day (0700-1700hrs) callout system responding to faults throughout New Zealand with an agreed restoration expectation.

**Note:** The requirements of this position description may change from time to time to meet operational or other requirements.

| Our Values  | Values in Action   | Values Descriptor   |
|---|--|---|
| <p><b>ADAPTABILITY AND FLEXIBILITY</b></p> <p>To be flexible and adaptable in response to, and ahead of, changes in conditions and stakeholder needs.</p> | <p><b>Embrace Change</b></p> <p><b>Optimise our Business</b></p> | <p>Recognises that change is at the core of our business. Knows how to make change work, by thinking ahead or being open minded to new ideas.</p> <p>Makes the most of our business opportunities. Is responsive, makes smart decisions and positions our business to achieve its goals.</p>                |
| <p><b>THE POWER TO SHINE</b></p> <p>Having the skills, abilities, drive and support to do a great job.</p>  | <p><b>Recognise Success</b></p>                                  | <p>Takes the initiative to bring out the best in themselves and others. Celebrates successful outcomes.</p>   |
| <p><b>EVERYONE IS VALUED</b></p> <p>To appreciate equally the value of everyone working at MetService and their individuality.</p>                        | <p><b>Collaborate</b></p> <p><b>Respect All</b></p>              | <p>Actively contributes to a work environment where together we achieve our goals. Openly communicates and cooperates with colleagues, customers and suppliers.</p> <p>Recognises and shows a genuine appreciation for the strengths and opinions of others. Engages in debates in a respectful manner.</p> |
| <p><b>ACHIEVEMENT</b></p> <p>To achieve something noteworthy and admirable through meeting challenges both personally and professionally.</p>             | <p><b>Take Ownership</b></p>                                     | <p>Takes responsibility for their own decisions and actions. Always works with the best business interests of MetService at heart.</p>  |
| <p><b>FREEDOM TO ENJOY LIFE</b></p> <p>Working for a financially successful company with a sustainable future.</p>  | <p><b>Support Growth</b></p> <p><b>Enable Innovation</b></p>     | <p>Future focused or an advocate for continued improvement where we learn from experiences and mistakes.</p> <p>Supports a climate of creativity and new ways of doing things.</p>  |